

**POLICY**

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that facility advisory committees will have representation from a local elected officials or administrative employees.

**PURPOSE**

This policy ensures compliance with state statute.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility is required to develop and implement standard operating procedures (SOPs) relative to recruiting local members for representation. At a minimum, these SOPs must contain the following requirements:

**Process for  
Securing Local  
Representation**

Request elected chief executive officer (e.g. Mayor) or a member of the legislative body of the local entity to appoint an elected official or administrative employee to serve on the facility's advisory committee.

**Repeat of Request  
for Representative**

If local entity does not respond to initial contact, submit the request to local entity in writing.

If the local entity fails to respond to written request, the facility will annually repeat the written request until a representative from the local entity is appointed.

Maintain a copy of the written request as documentation of the efforts to secure a local representative.

**AUTHORITY**

Social Welfare Act, MCL 400.115p